

WEDDING POLICIES
Old Fort Baptist Church
10505 Dorchester Road, Summerville, SC 29485
(843) 873-2283

We at Old Fort Baptist Church are delighted to have the opportunity to assist you with your wedding. We realize that this event will be most meaningful to you when it is planned carefully and is presented as a worshipful celebration. It is our prayer that these policies will assist us in assisting you to make your wedding one that will be cherished by all involved. Thank you for your careful consideration of the policies. If you have further questions or considerations, please do not hesitate to call. It is our desire to serve the Lord by serving you.

I. SCHEDULING OF CEREMONY AND PRE-MARRIAGE CONSULTATIONS

The ceremony and rehearsal should be scheduled by contacting the church office at least three (3) months in advance of the preferred date. Once the ceremony is scheduled, if a staff minister will be performing the ceremony, the secretary will put you in touch with them to confirm the date with his schedule. An immediate appointment may need to be made since the minister reserves the right to decide whether or not to conduct the ceremony depending upon circumstances and his calendar.

Once the ceremony is scheduled, the minister will work with the couple to arrange the pre-marriage consultations to assist you in preparing for the marriage as well as the wedding. It is our desire to assist you in building a spiritual base upon which your marriage can grow.

Once you have contacted the church and scheduled the wedding, please mail or bring in the enclosed questionnaire so that we will have all the necessary details in writing. The date will be confirmed when the application and the non-refundable \$50.00 deposit is received in the office.

II. FACILITIES

It is understood that all weddings and rehearsals will take place in the worship center of the church unless otherwise specified. This includes the use of the piano, organ and sound system if necessary. A room is provided for the bride to use as a dressing room before the ceremony.

Any other building must be reserved separately if desired for the reception. (There may be times when the worship center is available but the other buildings are not.)

The costs for the use of the facilities and custodial services for the facilities are included in these policies. It is the couple's responsibility to see that all policies concerning the facilities are followed.

III. CEREMONY AND MUSIC

It is important to remember that a church wedding is a sacred service that should be designed to bring glory and honor to God. If there is any question concerning dress codes, music or ceremony, they should be discussed with the minister before the final plans are made.

It is the responsibility of the bride and groom to secure an organist, pianist and sound technician if necessary. While our musicians are not required to assist during weddings, we do suggest that you contact them first for assistance.

Only approved Sound/Media Technicians may run the sound/media equipment at the church. Our sound and media technicians must be used for all weddings in which the church sound

or media system is used. The OFBC Technicians are all trained volunteers and since they all have regular full-time jobs, any activities for which they work at the church require payment. Please discuss all your sound and media needs with the church office when making your wedding/event application so we can determine if our equipment can accommodate your needs. The technicians will set the lighting, set up all microphones, speakers, and necessary media equipment as requested by the event coordinator. Specifically:

The scope of the Sound Technician's (ST) responsibility is to move the sound equipment on the stage, set up any requested sound equipment for your wedding, and then reset the equipment after the wedding/event. When a Sound Technician (ST) is requested and the fee is paid, he/she will have the following responsibilities.

- Play CD/DVD as requested (it is the responsibility of the person having the event to provide the ST with the CD/DVD at the rehearsal or prior to the event)
- It is the responsibility of the ST to ensure music is appropriate for use in church setting. - If deemed inappropriate then inform the person in charge of the event.
- Clear the stage (including podium and chairs), then reset for the next event/service.
- Ensure microphones available as required
- Assist musicians/vocalists when required

When a Media Technician (MT) is requested and the fee is paid, he/she will have the following responsibilities:

- Videos/slideshows played as required (it is the responsibility of the person having the event to provide the MT with any video/pictures/PowerPoint that they would like shown)
- Church video equipment will not be used to videotape weddings or events.

IV. FLORIST

Any florist or person responsible for decorating should decorate and remove decorations without overlapping other scheduled activities or services. All decorating should be done within the regular office hours unless otherwise cleared through the minister and appropriate custodial personnel. Tacks and nails in walls or furniture are strictly prohibited. Also, plastic is to be placed on the floor beneath candles to protect against drips. (We highly recommend the use of drip-less candles.) The church is not responsible for equipment left in the building and request that it be removed immediately following the wedding. No tape should be used on the platform or carpet.

V. PICTURES

Generally the following rules will apply for taking of pictures during the wedding; however, the minister performing the ceremony will make the final decision on how and when pictures may be taken. The photographer should be informed that flash photography is not permitted during the ceremony. Following the ceremony, time will be taken for pictures. Video cameras are permitted only if used on a tripod in a previously agreed upon location.

VI. CATERING

The caterer should arrange for the reception without interfering with other scheduled church events. Set-up and arrangement should be done during regular office hours unless otherwise cleared through the minister and appropriate custodial personnel.

VII. GENERAL REGULATIONS

It is the responsibility of the bride and groom to ensure that all of the wedding party and guests conform to the general regulations of our church.

1. All dresses of the bridal party be characterized by dignity and style suitable to the occasion.
2. No member of the wedding party or guest will be welcome for the rehearsal or wedding while under the influence of alcohol or illegal drugs.
3. The serving of alcoholic beverages on the church property is strictly prohibited.
4. Smoking is strictly prohibited inside all buildings.
5. Birdseed or bubbles are to be thrown only in the parking lots away from buildings and covered walkways. No confetti.
6. Furniture is not to be removed from the sanctuary. Pulpit furnishings may be moved to the side, but must be returned to their proper places.
7. The couple is responsible for the announcement of and invitations to the wedding. The church newsletter and/or bulletin cannot be used for this purpose.

VIII. CUSTODIAL SERVICES

The custodian is responsible for securing all buildings used in the wedding, as well as the cleaning and set-up after the wedding is over. It is the responsibility of the wedding party to remove candelabras, candles, floral arrangements, pew decorations, etc. at the conclusion of the ceremony/final pictures.

IV. FEES

The fee schedule is set differently for members and non-members. For the purposes of the policy, a “member” is a person who has been on the church roll for a minimum of six months and members of their immediate family (parents, siblings, and children). All fees must be paid in advance to the church office. A \$50.00 non-refundable deposit is required to hold the buildings on your chosen date. Please make checks payable to **OLD FORT BAPTIST CHURCH**.

FEE SCHEDULE

ITEM	MEMBER	NON-MEMBER	Paid
Non-Refundable Deposit	No Charge	\$50.00	
Minister	Honorarium	\$200.00	
Sound Tech. (per building)	\$50.00	\$50.00	
Media Tech. (per building)	\$50.00	\$50.00	
Organist or Pianist	\$100.00	\$100.00	
Custodian (per building)	\$100.00	\$100.00	
Worship Center (Sanctuary)	No Charge	\$400.00	
Ministries Center or Gym	No Charge	\$100.00	